

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST I -  
Facilities

SALARY GROUP: B17

DEPARTMENT: Facilities Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Cody Ginsel DATE: 11/30/2020

POSITION #: 022079

**I. JOB SUMMARY**

Performs routine consultative services and technical assistance work. Work involves assisting with planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, government agencies, community organizations, and the public. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Participates in planning, development, training, and implementation of major work request processes and ensures accurate documentation of maintenance projects; and monitors compliance with requirements, laws, regulations, policies, and procedures.
- B. Assists in providing consultative services to plan, implement, and monitor effective programs to include coordinating and tracking project approvals, schedules, funds, and project progress; and assists in preparing justifications for procedural and policy changes.
- C. Assists with the review of program area operations to identify areas in need of change; and assists with the development of plans to improve and address areas of concern.
- D. Assists in the preparation of administrative reports, studies, and specialized research projects; assists in providing technical assistance in the program area; and assists with training on program services.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

## TEXAS DEPARTMENT OF CRIMINAL JUSTICE JOB DESCRIPTION

POSITION TITLE: PROGRAM SPECIALIST I -  
Facilities

SALARY GROUP: B17

DEPARTMENT: Facilities Division

Page 2 of 3

### III. MINIMUM QUALIFICATIONS

### A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Business Administration, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning program administration, public administration, or technical program support experience.
3. Governmental financial operations experience preferred.
4. Computer operations experience preferred.
5. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

## B. Knowledge and Skills

1. Knowledge of automated financial information systems.
2. Knowledge of general accounting principles and methods and practices of accounting and auditing related to the operation of businesses and organizations.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of governmental accounting principles and procedures preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST I -  
Facilities

SALARY GROUP: B17

DEPARTMENT: Facilities Division

Page 3 of 3

9. Skill in problem-solving techniques.
10. Skill to review technical data and prepare technical reports.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
13. Skill to train others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, twist, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.